

Greenshaw Learning Trust

Human Resources Policy

This Greenshaw Learning Trust Strategic Policy applies to the Greenshaw Learning Trust as a whole and to all the schools and service units in the Trust. The Greenshaw Learning Trust, including all the schools and services within the Trust, their Trustees, governors and staff, must abide by this GLT Human Resources Policy.

The Greenshaw Learning Trust is the single employer of all staff in the Trust's schools and in its Shared Service. Therefore the Trust must have human resources policies and procedures that apply equally across all its schools and services and ensure that all their staff are treated consistently.

It is the responsibility of the governing body and Headteacher of each school, and the Board of Trustees and CEO for Trust Shared Service, to ensure that their school/service and its staff adhere to this GLT Human Resources Policy. In implementing the policy and associated procedures the governing body, Headteacher and Trust staff must take account of any advice given to them by the GLT Head of HR the GLT CEO and/or Board of Trustees.

This Policy is subject to the Scheme of Delegation approved for the school or service. If there is any ambiguity or conflict then the Scheme of Delegation and any specific Scheme or alteration or restriction to the Scheme approved by the Board of Trustees takes precedence.

If there is any question or doubt about the interpretation or implementation of this Policy, the GLT Head of HR or the GLT CEO should be consulted.

Approval and review:

This Policy is the responsibility of the GLT Head of HR.

This Policy was agreed by the Board of Trustees on 6 September 2017.

This Policy was reviewed by the GLT Head of HR in 2019 and September 2021 and technical and minor drafting changes were made which did not materially affect the content of the policy.

The Greenshaw Learning Trust is a charitable company limited by guarantee registered in England & Wales, company number 7633694, registered at Greenshaw Learning Trust, Grennell Road, Sutton, Surrey, SM1 3DY.

1 Introduction

1.1 Context

The Greenshaw Learning Trust is the single employer of all staff within the Trust's schools and in its Trust Shared Service. Therefore the Trust must have human resources policies and procedures that apply equally across all its schools and services and ensure that all their staff are treated consistently.

1.2 Designated roles and responsibilities

The GLT Head of HR :

Jenny Cain Email: jcain@greenshawlearningtrust.co.uk, telephone: 020 8715 1078.

GLT HR Advisors:

Stone King. Email: lisasaggers@stoneking.co.uk, telephone: 020 7324 3327.

Clerk to the Trust:

Julie Adams. Email: jadams@greenshawlearningtrust.co.uk, telephone: 020 8715 1078.

Each School in the Trust will designate a School HR Manager (who may be the School Business Manager) who will be the primary point of contact within the school for employees raising HR matters and for liaison with the GLT Head of HR.

In accordance with the GLT Trade Union Recognition Agreement - the authorised Trust side representatives to the JCNC will be any of: GLT Director of Resources, GLT Head of HR and the Chair of the Board of Trustees; and the Trust side Secretary will be the GLT Head of HR.

Responsibility for the implementation of this policy in a school in the Trust has been delegated to the Headteacher of the school. Responsibility for the implementation of this policy in Trust Shared Service has been delegated to the GLT CEO of the Trust. (Such delegation is subject to the GLT Scheme of Delegation and any specific Scheme or alteration or restriction on the Scheme placed on the school or service as approved by the Board of Trustees.)

All Headteachers and other relevant Trust staff will engage with and take advice from GLT Head of HR and the Trust's HR Advisors as appropriate in any matters relating to this Policy and associated Procedures.

1.3 Approval and review

The officer responsible for this Policy and associated Procedures is the GLT Head of HR.

This Policy was agreed by the Board of Trustees on 6 September 2017.

This Policy was reviewed by the GLT Head of HR in 2019 and September 2021 and technical and minor drafting changes were made which did not materially affect the content of the policy.

The Policy and Procedures will be reviewed regularly in line with changes to legislation. Before implementing changes in employment policies and procedures and working and organisational arrangements, the Trust will where appropriate undertake consultation and negotiation with Trade union representatives through the JCNC under the terms of the GLT Union Recognition Agreement (see 2.12).

1.4 Terminology

- The Trust means the Greenshaw Learning Trust (GLT).
- School means a school or academy within the Greenshaw Learning Trust.
- Headteacher means the headteacher or principal of the academy.
- GLT CEO means the chief executive officer of the Greenshaw Learning Trust.
- Trust Shared Service staff means staff employed by the Trust to provide shared or Trust-wide services, as distinct from staff employed to work in a specific school or schools.
- Governing Body means the committee of the Board of Trustees to which Trustees have delegated appropriate powers and functions for the management of the school.

1.5 General application of HR policies and procedures

Where a school is operating under the Trust's standard/default Scheme of Delegation the policy and associated procedures will apply as written. If the Board of Trustees has agreed and notified the Headteacher &/or Chair of the Governing Body of any alteration or restriction to the Scheme of Delegation for a particular school then the terms of that alteration/restriction will over-ride the relevant terms of this policy or relevant procedure.

If there is any uncertainty about the interpretation or application of this Policy or associated Procedures, the GLT Head of HR should be consulted and their advice should be followed.

Details of the application of this Policy and its associated Procedures will be set out in the relevant procedure.

Subject to the application described in each specific Procedure, in general:

Where the subject of the Procedure is a member of school staff: the Headteacher will be responsible for carrying out the Procedure; the Headteacher may delegate the carrying out of specific aspects of the Procedure to an appropriate member of their staff – normally the member of staff's line manager. Any appeal will be to a committee of the Governing Body.

Where the subject of the Procedure is the Headteacher: the Governing Body will be responsible for carrying out the Procedure (which may be delegated to a committee), but must inform and take advice from the GLT CEO and may be required to involve the GLT CEO and/or their representative and/or Trustees in any process. Any appeal will be to the Trustees. Formal action against a Headteacher will require approval of the Board of Trustees.

Where the subject of the Procedure is a member of Trust Shared Service staff: the GLT CEO will be responsible for carrying out the Procedure; the GLT CEO may delegate the carrying out of specific aspects of the Procedure to an appropriate member of their staff – normally the member of staff's line manager. Any appeal will be to a committee of the Board of Trustees.

Where the subject of the Procedure is the GLT CEO: the Chair of the Trustees will be responsible for carrying out the Procedure; any appeal will be to a committee of the Board of Trustees – who must not have been previously involved in the matter.

The Headteacher and/or member of staff acting on their behalf must consult and take advice from the School HR Manager; the School HR Manager must consult and take advice from the GLT Head of HR and/or GLT HR Advisers.

When any Procedure progresses beyond the informal stage, the GLT Head of HR and/or GLT HR Advisers must be informed and their advice must be taken into consideration.

In addition to any specific requirements set out in the Procedures, it is recommended that the Headteacher and/or School HR Manager should seek advice from the GLT Head of HR / and or GLT HR Advisers at all stages of any Procedure.

The GLT Head of HR and/or GLT HR Advisers can provide advice on matters of policy, procedure and employment law.

If an employee has a concern about the implementation of this Policy or it's associated Procedures, they should take the matter up with the School HR Manager.

1.6 Associated Policies and procedures:

Constituent Procedures:

- GLT Staff Code of Conduct
- GLT Recruitment and Selection Procedure
- GLT Recruitment Checks Procedure
- GLT Probation Procedure
- GLT Performance Management and Pay Policy
- GLT Staff Additional Leave Policy
- GLT Procedure for managing sickness absence
- GLT Grievance Resolution Procedure & Guidance
- GLT Staff Capability Procedure
- GLT Staff Disciplinary Procedure
- GLT Union Recognition Agreement

Associated Policies and Procedures:

- GLT Equalities Policy
- GLT Safeguarding Policy
- GLT Finance Policy and Procedures

2 Human Resources Policy

2.1 Principles

The Trust recognises that staff are its most important asset and that the success of the Trust to deliver its objectives depends upon the performance and professional approach of individual members of staff.

The Trust and its schools must apply this Policy and associated Procedures consistently and in a non-discriminatory way in order to ensure fair treatment of all employees.

The Trust also believes in promoting diversity and ensuring that difference is recognised and celebrated within the context of fairness and equality.

2.2 GLT Staff Code of Conduct

The Trust will foster a culture of the highest professional standards.

All employees have a responsibility and duty to keep students and themselves safe and to protect them from physical and emotional harm. This duty, is in part exercised through the development of respectful, caring and professional relationships between our employees and our students. All Trust employees should demonstrate behaviour of integrity, maturity and good judgement.

All employees of each school in the Trust and of the Trust Shared Service must abide by the GLT Staff Code of Conduct.

2.3 Safeguarding

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

All schools and services in the Trust and their staff must abide by the GLT Safeguarding Policy.

2.4 Recruitment and selection

The Trust is committed to ensuring that the recruitment and selection of staff is conducted in a manner that is systematic, efficient and effective and promotes recruitment of the highest calibre of staff and equality of opportunity.

All schools and services within the Trust must implement and follow the GLT Recruitment and Selection Procedure.

2.5 Probationary Procedure

The Trust and its schools will ensure that all new employees receive adequate support during their probationary period and that they can demonstrate the skills necessary to carry out the job for which they have been recruited, to the standard required.

All schools and services within the Trust must implement and follow the GLT Induction and Probation Policy.

All new employees joining the Trust will be subject to a six-month probationary period.

2.6 Performance Management Procedures

All Schools and services within the Trust must follow the GLT Pay, Performance and Talent Management Policy.

2.7 Additional Leave Procedure

The Trust and its schools will ensure that whilst decisions on additional leave will reflect the Trust's role as a caring and reasonable employer, additional leave requests will be balanced with the needs of the Trust and the school and the impact on the education of students.

All schools and services within the Trust must implement and follow the GLT Staff Additional Leave Procedure.

2.8 Procedure for Managing Sickness Absence

The Greenshaw Learning Trust is committed to providing a safe and healthy working environment for all its employees and that all employees are treated fairly and consistently. It recognises that the health and welfare of its employees is key to delivering effective services, but that sickness absence has an adverse impact on the efficiency of services provided and affects the workload of other employees.

All schools and services within the Trust must implement and follow the GLT Procedure for Managing Sickness Absence.

2.9 Grievance Resolution Procedure

The Greenshaw Learning Trust will seek to resolve any grievance as quickly as possible, in the first instance informally. Any employee of the Trust may, at some time, have problems or concerns about their work, working conditions or relationships with colleagues that they wish to talk about with management.

All schools and services within the Trust must implement and follow the GLT Staff Grievance Resolution Procedure.

2.10 Staff Capability Procedure

The Greenshaw Learning Trust will ensure that managing employees' performance is a continuous process that involves making sure that the performance of employees contributes to the goals of individual schools and the Trust as a whole.

All schools and services within the Trust must implement and follow the GLT Staff Capability Procedure.

2.11 Staff Disciplinary Procedure

The Trust seeks to ensure that all employees achieve and maintain the required standards of behaviour and conduct and where standards are deemed to be unsatisfactory, to support staff to improve.

All schools and services within the Trust must implement and follow the GLT Staff Disciplinary Procedure.

2.12 Trade Union Recognition Agreement

The Greenshaw Learning Trust will consult and negotiate where appropriate about terms and conditions and other matters relevant to the employment of teaching and support staff within the Trust with the appropriate trade unions, as representatives of those staff.

The Trust and the schools and services within it will follow the terms of the GLT Trade Union Recognition Agreement.